



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 221735

Date: 06/02/2022

Request #: 292341

Vendor #: 03270

ISSUED TO: CENTURY LINK
P.O. BOX 29040
PHOENIX, AZ 85038

SHIP TO: City of Las Vegas
Attn: Utilities Department
905 12th Street
Las Vegas, NM 87701

Vendor Fax #: (000) 000-0000

| ITEM | UNITS | DESCRIPTION | PRICE | PROJ | GL ACCOUNT NUMBER | AMOUNT |
|------|-------|--|----------|------|-------------------|----------|
| 1 | 1 | REPAIR 50 PAIR WIRE CABLE THAT WAS DAMAGED 10 ARRIBA ROAD EMERGENCY 13-1-127 | 1,417.68 | | 640-0000-610-7305 | 1,417.68 |

DEPARTMENT ORDER

Approved By: _____

Date: 6/7/2022

| | |
|------------------|----------|
| SUBTOTAL: | 1,417.68 |
| TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL | 1,417.68 |

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.:

792341

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 6-1-22

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- | | |
|--|--|
| <input checked="" type="checkbox"/> \$0 TO \$19,999.99 | Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes; |
| <input type="checkbox"/> \$20,000.00 TO \$59,999.99 | Requires 3 written and signed quotes; (Goods or services) |
| <input type="checkbox"/> \$60,000.00 AND OVER | Formal Process (Requires RFQ, RFP, RFB, etc.) |

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____.

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

- ☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.
☒ EXEMPT PURCHASE; Provide Section No. D.
☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.
☐ PROFESSIONAL SERVICES; _____
☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS
 PRIOR TO PROCURING GOODS AND/OR SERVICES.
☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____
☒ EMERGENCY; ☒ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: *(Must Complete)*

Needed to pay Century Link for repair of damaged cable on 10th Ave Rd.

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

| DATE | NAME OF VENDOR | PHONE NUMBER | PERSON CONTACTED | PRICE QUOTED |
|--------|----------------|--------------|------------------|--------------|
| 6-1-22 | Century Link | | | \$1,417.68 |
| | | | | |
| | | | | |

(If needed, attach additional quote documentation to this requisition)

[illegible]

VENDOR: Century Link

TOTAL: \$

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

| | |
|------------------|--------------|
| BUDGET | \$ 35,000.00 |
| EXPENDED TO DATE | \$ 7,248.85 |
| CURRENT EXPENSE | \$ 1,417.68 |
| BALANCE | \$ 26,333.47 |

SIGNATURE OF PERSON REQUESTING

| FUND | DEPARTMENT | ACTIVITY |
|-------------------|------------|----------|
| 646-0000-610-7305 | | |

APPROVED BY: Chavez 6/4/2022 BUDGET AVAILABLE YES: NO:

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

TO: Helen Vigil, Purchasing

FROM:

Travis Hern, Water Dist. Manager

DATE: 6/1/22

RE: Justification to pay for damaged Cable

I am requesting a purchase order be issued to Centurylink in the amount of \$1,417.68 for the repair of a buried cable that was damaged while excavating to install a water service at the location of 10 Arriba Rd. This was damaged on 3/24/22. The cable that was damaged was marked but was hit by the operator in the backhoe.


Please contact Travis Hern at 505-429-1227 if you have any questions. Thank You

D David Ulibarri
C Councilor Ward I

Michael Montoya
Councilor Ward 2

Barbara Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4





City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

MEMORANDUM

TO: Helen Vigil, Procurement Officer

From:

Travis Hern, Water Distribution Manager

Date: June 2, 2022

RE: Invoice for Century Link

On March 4, 2022 a repair by Century Link for a 50 ft buried cable that was damaged while completing repair work at 10 Rio Arriba. At the time of service the cost of damage was not available to submit for a requisition. The invoice was received on 6/1/22 that specified the exact amount that we would need to pay.

Please contact me if you have any questions. Thank you

David Ulibarri
Councilor Ward I

Michael Montoya
Councilor Ward 2

Barbara Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4

ACCOUNT NO: NM BF677403
INVOICE DATE: 05-25-2022

INVOICE NO: A503771-

| PREVIOUS BALANCE | - PAYMENTS | + CURRENT CHARGES | + LATE CHARGE | = NEW BALANCE | AMOUNT DUE | PAYMENT DUE DATE |
|---------------------|------------|----------------------|------------------|------------------|---------------|---------------------|
| .00 | .00 | 1,417.68 | .00 | 1,417.68 | 1,417.68 | UPON RECEIPT |

DAMAGE DETAIL : 50 PAIR BURIED CABLE - CONSTRUCTION
DATE OF DAMAGE: 03/24/22
LOCATION : 10 ARRIBA ROAD, LAS VEGAS NM

Damage Claim #: 0677403 Claim ID: 7504521
Mail correspondence to:
CENTURYLINK/DAMAGE CLAIMS
P.O. BOX 9541
MONROE, LA 71211

To pay via check by phone, please call 1-844-208-3636
Know What's Below, Always CALL BEFORE YOU DIG!!!
Call 811 or visit call811.com for more information.

----- Detail of Current Charges -----

Labor Hours:
6.00 Labor Hours 95.05/HR 570.30

Miscellaneous Costs:

CONTRACTOR COST

CONTINUED ON NEXT PAGE...

ACH TRANSFER INFORMATION - US Bank

ACH Routing #102000021 - Account #103674281664

Send in CTX, EDI820, or CCD+ format with remit

150.00

WATER DEPT.

| | |
|-----------------------------|---|
| APPROVED FOR PAYMENT | |
| P.O. # | |
| Signature |  |
| Date | 6/1/22 |

Return this portion with your payment - please write the invoice # on your check.

ACCOUNT NO: NM BF677403
INVOICE DATE: 05-25-2022

INVOICE NO: A503771-
855460 11906008

| NEW | AMOUNT | PAYMENT |
|----------|----------|--------------|
| BALANCE | DUE | DUE DATE |
| 1,417.68 | 1,417.68 | UPON RECEIPT |

AMOUNT ENCLOSED: _____

RETURN PAYMENT TO:

CENTURYLINK
P.O. BOX 2348
SEATTLE, WA 98111 2348

CITY OF LAS VEGAS WATER DEPART
905 12TH STREET
LAS VEGAS, NM 87701-0000

92855460NM/BF677403A5037710525202220000014176804T600/

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: **City of Las Vegas**

Agency Chief Procurement Officer: ***Helen Vigil***

Telephone Number: ***505-454-1401***

II. Name of Contractor: ***Century Link***

Address of Contractor:

P.O. Box 2348

Seattle, Washington 98111

Amount of prospective contract: ***\$1417.68***

Term of prospective contract: ***1 time purchase***

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Construction on 50 pair buried cable.

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

While doing water repair work at 10 Arriba Rd a buried cable was damage while digging..

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Unforeseen circumstances that cannot be predicted.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

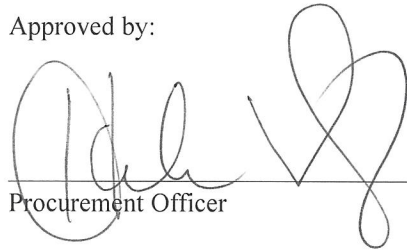
Unforeseen circumstances that cannot be predicted.

Certified by:


Department Director


Date: 6/1/22

Approved by:


Procurement Officer

Date: 6/2/2022

Approved:


Finance Director

Date: 6/2/2022